

July 2, 2024

National Stock Exchange of India Ltd. (Scrip Code: DRREDDY-EQ)
BSE Limited (Scrip Code: 500124)
New York Stock Exchange Inc. (Stock Code: RDY)
NSE IFSC Ltd. (Stock Code: DRREDDY)

Dear Sir/ Madam,

Sub: Notice of 40th Annual General Meeting (AGM) and Integrated Annual Report 2023-24

Pursuant to the provisions of the Companies Act 2013, rules framed thereunder and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time, we send herewith Notice of the 40th AGM of the Company and the Integrated Annual Report 2023-24.

The following documents are available on the Company's website:

- 1) Notice of 40th Annual General Meeting → [Click Here](#)
- 2) Integrated Annual Report 2023-24 → [Click Here](#)

The 40th AGM of the members of the Company is scheduled to be held on Monday, July 29, 2024, through Video conference/ Other Audio-Visual Means (OAVM).

40th AGM information at a glance for ready reference:

Time and date of AGM	11:00 a.m. IST, Monday, July 29, 2024
Cut-off date for e-voting	Monday, July 22, 2024
E-voting start time and date	9.00 a.m. IST, Thursday, July 25, 2024
E-voting end time and date	5.00 p.m. IST, Sunday, July 28, 2024
E-voting website of NSDL	https://www.evoting.nsdl.com/

This is for your information and records.

Thanking you.

Yours faithfully,
For **Dr. Reddy's Laboratories Limited**

K Randhir Singh
Company Secretary, Compliance Officer and Head-CSR

Notice of 40th Annual General Meeting

Notice is hereby given that the 40th Annual General Meeting ("AGM") of the members of Dr. Reddy's Laboratories Limited will be held on Monday, July 29, 2024, at 11.00 a.m. (IST) through Video Conferencing ('VC')/ Other Audio-Visual Means ('OAVM'), to transact the following business:

ORDINARY BUSINESS

1. To receive, consider and adopt the Audited Financial Statements (Standalone and Consolidated) of the Company for the financial year ended March 31, 2024, together with the Reports of the Board of Directors and Auditors thereon.
2. To declare dividend of ₹ 40/- per equity share for the financial year ended March 31, 2024.
3. To re-appoint Mr. K Satish Reddy (DIN: 00129701), as a Director, who retires by rotation, and being eligible offers himself for re-appointment.

SPECIAL BUSINESS

4. **To consider and approve the appointment of Mr. Vishal Reddy, a related party, as an entry level employee in Dr. Reddy's Laboratories Inc, USA, a wholly owned subsidiary of the Company**

To consider and, if thought fit, to pass the following resolution as an ordinary resolution:

"RESOLVED THAT pursuant to the applicable provisions of the Companies Act, 2013 read with Rules framed thereunder and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any statutory modification(s) or re-enactment(s) thereof for the time being in force), approval and recommendation of the Audit Committee and the Board of Directors of the Company, the consent of the members of the Company be and is hereby accorded for the appointment of Mr. Vishal Reddy, a related party and son of Mr. K Satish Reddy, Chairman of the Company, as an employee in Dr. Reddy's Laboratories Inc in USA, a wholly owned subsidiary of the Company (US WOS), at such remuneration and other terms and conditions, as more fully detailed in the Explanatory Statement annexed hereto with the Notice of 40th Annual General Meeting,

effective from the date on or after the date of approval by the members of the Company and that the said approval of the Members will be valid for a period of five years from the date of such appointment;

RESOLVED FURTHER THAT the consent of the members of the Company, be and is hereby also accorded to the Board of the Company, to finalize and decide, on the recommendation of the Audit Committee, the revisions in the remuneration payable to Mr. Vishal Reddy, from time to time with annual increments and/or increment on promotions, if any, as per the performance appraisal policies and practices of Dr. Reddy's Laboratories Inc in USA, a wholly owned subsidiary of the Company and to do all such acts, deeds and things and execute all such documents, instruments and writings as may be required and to delegate all or any of its powers herein conferred to any Committee of Board of Directors to give effect to the aforesaid resolution."

5. **To consider and approve remuneration payable to Cost Auditors, M/s. Sagar & Associates, Cost Accountants, for the financial year ending March 31, 2025**

To consider and, if thought fit, to pass the following resolution as an ordinary resolution:

"RESOLVED THAT pursuant to the provisions of Section 148(3) and other applicable provisions, if any, of the Companies Act, 2013, read with the Companies (Audit and Auditors) Rules, 2014 (including any statutory modifications and re-enactment thereof, for the time being in force), the remuneration payable to M/s. Sagar & Associates, Cost Accountants (Firm Registration No. 000118), appointed by the Board of Directors, on the recommendation of the Audit Committee, as Cost Auditors of the Company to conduct audit of cost records of the Company, for the financial year ending March 31, 2025, amounting to ₹ 9,00,000/- (Rupees Nine lakhs only) plus applicable taxes and out of pocket expenses at actuals, in connection with the aforesaid audit, be and is hereby ratified;

RESOLVED FURTHER THAT the Board of Directors of the Company be and is hereby authorized to do all such acts, matters, deeds and things, as may be necessary to give effect to this resolution.”

By order of the Board of Directors
For **Dr. Reddy's Laboratories Limited**

Sd/-
K Randhir Singh
Company Secretary, Compliance Officer
and Head-CSR
Membership No. F6621

Place: Hyderabad
Date: May 07, 2024

Registered Office

8-2-337, Road No. 3, Banjara Hills,
Hyderabad, Telangana- 500034, India
CIN: L85195TG1984PLC004507
Tel-91-40-49002900, Fax-91-40-49002999
Email: shares@drreddys.com
Website: www.drreddys.com

NOTES:

- 1) The explanatory statement pursuant to Section 102 of the Companies Act, 2013 (“Act”) and the Rules made thereunder, Secretarial Standard on General Meetings (“SS-2”) and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”) wherever applicable, in respect of the special business set out in the Notice, is annexed hereto. The Board of Directors of the Company at its meeting held on May 07, 2024, has considered and recommended to include item nos. 4 and 5, of the special business in the Notice for seeking approval of the members at the 40th Annual General Meeting (“AGM”) of the Company.
- 2) Pursuant to General Circular Nos. 14/2020 dated April 8, 2020, 17/2020 dated April 13, 2020, 20/2020 dated May 5, 2022, 09/2023 dated September 25, 2023, and other circulars issued by the Ministry of Corporate Affairs (‘MCA’) and the Securities and Exchange Board of India (‘SEBI’) Circular Nos. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020 and SEBI/HO/CFD/CFD-PoD-2/P/CIR/2023/167 dated October 7, 2023, respectively (collectively referred to as ‘Circulars’), companies are permitted to hold the AGM through VC/ OAVM, without the physical presence of the members at a common venue. Accordingly, the 40th AGM of the Company will be convened through VC/ OAVM in compliance with the provisions of the Act and Rules made thereunder, the SEBI Listing Regulations read with the aforesaid Circulars. The deemed venue for the 40th AGM shall be at the Registered Office of the Company, i.e. 8-2-337, Road No. 3, Banjara Hills, Hyderabad – 500034, Telangana, India.
- 3) In line with the Circulars, the Company is providing VC/ OAVM facility to its members to attend the 40th AGM. For this purpose, the Company has entered into an agreement with National Securities Depository Limited (NSDL), as the authorized agency for facilitating voting through electronic means. The facility of casting votes by a Member using remote e-voting system as well as e-voting on the date of the AGM will be provided by NSDL.
- 4) The facility for attending the AGM virtually will be made available for 1,000 members on first come first served basis. This will not include large members (i.e. members with 2% or more shareholding), Promoters, institutional investors, Directors, Key Managerial Personnel, the Chairpersons of the Audit Committee, Nomination, Governance and Compensation Committee and Stakeholders’ Relationship Committee, Auditors, etc. who are allowed to attend the AGM without restriction on account of first come first served basis.
- 5) The VC/ OAVM facility for members to join the meeting, shall be kept open for 30 minutes before the start of the 40th AGM and will be closed on expiry of 30 minutes after closure of the 40th AGM. Members can attend the 40th

AGM through VC/ OAVM by following the instructions mentioned in this Notice.

- 6) Corporate members whose authorized representatives are intending to attend the meeting are requested to send a certified copy of the Board resolution authorizing such representative to attend the 40th AGM through VC/ OAVM, and cast their votes through e-voting. Such documents can be sent to info@mehta-mehta.com, with a copy marked to evoting@nsdl.co.in.
- 7) Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/ JPG Format) of the relevant Board Resolution/ Authority letter, etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail at info@mehta-mehta.com, with a copy marked to evoting@nsdl.co.in.
- 8) Members attending the 40th AGM through VC/ OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Act.
- 9) The statutory registers including Register of Directors and Key Managerial Personnel and their shareholding, the Register of Contracts or Arrangements in which Directors are interested, maintained under the Act and the Certificate from the Secretarial Auditors of the Company certifying that the ESOP Schemes of the Company are being implemented in accordance with the SEBI (Share Based Employee Benefits and Sweat Equity) Regulations, 2021, will be available for inspection by the members during the 40th AGM. All documents referred to in the Notice and Explanatory Statement will be available for inspection in electronic mode from the date of circulation of this Notice up to the date of the 40th AGM. Members who wish to inspect the register are requested to write to the Company by sending e-mail to shares@drreddys.com.
- 10) In accordance with the aforesaid Circulars, the Notice of the 40th AGM along with the Integrated Annual Report for the financial year ended March 31, 2024 has been sent only through electronic mode to the members who have registered their e-mail addresses with the Company/ Depository Participants/ Company's Registrar and Transfer Agent ("RTA"). The Notice of 40th AGM and Integrated Annual Report are also available on the Company's website at www.drreddys.com, on the website of the Stock Exchanges, i.e. BSE Limited ("BSE") at www.bseindia.com and National Stock Exchange of India Limited ("NSE") at www.nseindia.com and on the website of National Securities Depository Limited ("NSDL") at www.evoting.nsdl.com. Physical copy of the Notice of the 40th AGM and the Integrated Annual Report for the year ended March 31, 2024 has not been sent to the members.
- 11) In accordance with the Circulars, members who have not registered their e-mail address may register their e-mail address on www.drreddys.com/investors/investor-services/shareholder-information or with their Depository Participant or send their request at shares@drreddys.com along with their Folio No./ DP ID and Client ID and valid e-mail address for registration.
- 12) Pursuant to Section 108 of the Act, read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended from time to time, Regulation 44 of the SEBI Listing Regulations and the aforesaid Circulars, the Company is pleased to offer voting by electronic means to the members to cast their votes electronically on all resolutions set forth in this Notice. The detailed instructions for e-voting and attending the 40th AGM through VC/ OAVM are given as an attachment to this Notice.
- 13) Members are requested to intimate immediately, any change in their address to their Depository Participants with whom they are maintaining their demat accounts. If the shares are held in physical form, change in address has to be intimated to the Company's Registrar and Transfer Agent ("RTA"), Bigshare Services Private Limited, 306, Right Wing, 3rd Floor, Amrutha Ville, Opp. Yashoda Hospital, Rajbhavan Road, Hyderabad 500 082, Telangana, India Tel: +91-40-2337 4967, Fax: +91-40-2337 0295, e-mail ID: bsshyd@bigshareonline.com.
- 14) The Register of Members and Share Transfer Books of the Company will remain closed from Wednesday, July 17, 2024 to Friday, July 19, 2024 (both days inclusive).
- 15) The Board of Directors of the Company at their meeting held on May 07, 2024, have recommended a dividend of ₹ 40/- per equity share of face value of ₹ 5/- each as final dividend for the financial year ended March 31, 2024. Dividend, if declared, at the 40th AGM, will be paid on August 2, 2024, subject to deduction of tax at source to those members whose names appear on the Register of Members of the Company as of end of the day on July 16, 2024.
- 16) In terms of Schedule I of the SEBI Listing Regulations, listed companies are required to use the Reserve Bank of India's approved electronic mode of payment such as

electronic clearance service (ECS), LECS (Local ECS)/ RECS (Regional ECS)/ NECS (National ECS), direct credit, real time gross settlement, national electronic fund transfer (NEFT), etc. for making payments like dividend etc. to the members.

Accordingly, members holding securities in demat mode are requested to update their bank details with their Depository Participants. Members holding securities in physical form shall send a request updating their bank details, to the Company's RTA.

- 17) Pursuant to the Income Tax Act, 1961 ("IT Act"), as amended by the Finance Act 2020, dividend income will be taxable in the hands of the members and the Company is required to deduct tax at source (TDS) from dividend paid to members at the prescribed rates, as detailed hereunder:

For Resident shareholders: taxes shall be deducted at source under Section 194 of the IT Act, as follows:

Valid PAN of shareholder available with the Company	10% or as notified by the Government of India
Shareholders without PAN/ invalid PAN with the Company	20% or as notified by the Government of India
Shareholder covered under Section 206AB of the IT Act as per utility prescribed by CBDT	20%

However, no tax shall be deducted on the dividend payable to a resident individual shareholder if the total dividend to be received by them during the financial year 2024-25 does not exceed ₹ 5,000/- and also in cases where shareholder provides valid Form 15G (applicable to any person other than HUF or a Company or a firm)/ Form 15H (applicable to an individual who is 60 years and older) subject to conditions specified in the IT Act. Shareholders may also submit any other document as prescribed under the IT Act to claim a lower/ nil withholding tax. PAN is mandatory for shareholders providing valid Form 15G/ Form 15H or any other documents as mentioned above. The formats of Form 15G/ Form 15H are also available on the website of our Registrar and Transfer Agent (RTA), Bigshare Services Private Limited at www.bigshareonline.com.

For Resident Mutual funds and Insurance Company shareholders: In order to provide exemption from TDS on the dividend payable to a Mutual Fund specified under Clause (23D) of Section 10 of the IT Act or an Insurance Company as specified in Section 194 of the IT Act, shareholders should submit the below document

along with exemption notification, if any, as per the relevant provisions of the IT Act:

- Declaration by shareholder qualifying as Insurer as per Section 2(7A) of the Insurance Act, 1938.
- Declaration by Mutual Fund shareholder eligible for exemption under Section 10(23D) of the IT Act.
- Declaration by Category I/II Alternate Investment Fund (AIF) registered with SEBI.

Declaration for exemption under Circular 18/2017 of the IT Act: In case of any shareholder whose income is subject to lower rate of TDS or is exempt under the IT Act, such shareholder is requested to submit the following documents, if eligible as per the relevant provisions of the IT Act, duly signed by the authorized signatory:

- Lower withholding tax certificate for the financial year 2024-25, if any obtained from the Income Tax authorities.
- In case the shareholder has obtained tax exemption status under any provisions of the IT Act, the documentary evidence along with declaration for the same.

For Non-resident shareholders: taxes are required to be withheld in accordance with the provisions of Section 195 and other applicable sections of the IT Act, at the rates in force. The withholding tax shall be at the rate of 20% (plus applicable surcharge and cess) or as notified by the Government of India on the amount of dividend payable. However, as per Section 90 of the IT Act, non-resident shareholders may have an option to be governed by the provisions of the Double Tax Avoidance Treaty (DTAA) between India and the country of tax residence of the shareholder, if they are more beneficial to them. In order to avail the benefits of DTAA, the non-resident shareholders will have to provide the following:

- Self-attested Tax Residency Certificate (TRC) for the financial year 2024-25, obtained from the tax authorities of the country of which the shareholder is a resident.
- Self-attested copy of PAN allotted by the Indian Income Tax authorities. In case of non-availability of PAN, information under Sub-Rule 2 of Rule

37BC the Income Tax Rules, 1962 ("IT Rules") to be submitted.

- Form 10F as per the format specified under the IT Act.

Pursuant to Notification no. 03/2022 dated July 16, 2022, non-resident members are required to furnish Form 10F electronically on income tax portal with their login credentials at portal.incometax.gov.in.

- Self-declaration from non-resident shareholder addressed specifically to the Company, primarily covering the following:
 - a. Non-resident is and will continue to remain a tax resident of the country of residence during the financial year 2024-25;
 - b. Non-resident is eligible to claim the benefit of respective tax treaty;
 - c. Non-resident has no reason to believe that its claim for the benefits of the DTAA is impaired in any manner;
 - d. Non-resident receiving the dividend income is the beneficial owner of such income;
 - e. Dividend income is not attributable/ effectively connected to any permanent establishment (PE) or fixed base in India;
 - f. In case of Foreign Institutional Investors and Foreign Portfolio Investors, self-attested copy of SEBI registration certificate; and
 - g. In case of shareholder being tax resident of Singapore, please furnish the letter issued by the competent authority or any other evidences demonstrating the non-applicability of Article 24 - Limitation of Relief under India-Singapore Double Taxation Avoidance Agreement (DTAA).
- Any other documents as prescribed under the IT Act for lower withholding tax if applicable, duly attested by the shareholder.

The Company is not obligated to apply the beneficial DTAA rates at the time of tax deduction/ withholding on dividend amounts. Application of beneficial DTAA rate shall depend upon the completeness and satisfactory

review by the Company, of the documents submitted by non-resident shareholder.

Declaration by shareholders under Rule 37BA(2) of the IT Rules:

In order to enable the Company to provide credit of tax deducted at source to beneficial shareholders in whose hands dividend paid by Company is assessable, shareholders are requested to provide declaration in format as prescribed under Rule 37BA (2) of the IT Rules.

Section 206AA of the IT Act:

Rate of TDS at the rate of 10 percent under Section 194 of the IT Act which is subject to provisions of section 206AA of the IT Act which introduces special provisions for TDS where PAN provided by deductee is Invalid. Invalid PAN also includes cases where PAN and Aadhar are not linked.

As provided in section 206AA of the IT Act, tax is required to be deducted at higher of following rates in case of payments to specified person:

- at twice the rate specified in the relevant provisions of the IT Act; or
- at twice the rate or rates in force; or
- at the rate of 20%.

Accordingly, provisions of section 206AA of the IT Act will be applicable in cases where PAN of the shareholder is Invalid. Validity of PAN will be determined using functionality of Income Tax Department as notified for the purpose of determining specified person u/s 206AB of the IT Act.

Section 206AB of the IT Act:

Rate of TDS @10% under Section 194 of the IT Act is subject to provisions of Section 206AB of the IT Act (effective from July 1, 2021) which introduces special provisions for TDS in respect of non-filers of income-tax return. As provided in Section 206AB, tax is required to be deducted at higher of following rates in case of payments to specified persons:

- at twice the rate specified in the relevant provision of the IT Act; or
- at twice the rate or rates in force; or
- at the rate of 5%.

Where Sections 206AA and 206AB are applicable i.e. the specified person has not submitted the PAN or PAN not linked with Aadhar or not filed the tax return, the tax shall be deducted at the higher of the two rates prescribed in these two sections.

As per Central Board of Direct Taxes vide Circular No. 11 of 2021 dated June 21, 2021, for determining TDS rate on Dividend, the Company will be using functionality of the Income-tax department to determine the applicability of Section 206AB of the IT Act. Rate of 20% will be applied for shareholders who are determined as specified person in Income tax department portal.

The non-resident who does not have the permanent establishment is excluded from the scope of a specified person.

For all shareholders:

Shareholders are requested to update tax residential status, Permanent Account Number (PAN), registered email address, mobile numbers and other details with their Depository Participants, in case the shares are held in dematerialized form. Shareholders holding shares in physical mode, are requested to furnish details to the Company's RTA.

The formats of above declarations are available on the website of the Company at <https://drreddys.com/investor#investor-services#investor-handbook> and also on the website of RTA at <https://www.bigshareonline.com/Resources.aspx>. The aforementioned documents (duly completed and signed) are required to be submitted to the Company's RTA at DRLtaxexemption@bigshareonline.com.

All the documents submitted by the shareholders will be verified by the Company and the Company will consider the same while deducting the appropriate taxes if they are in accordance with the provisions of the IT Act.

Shareholders may note that in case the tax on said dividend is deducted at a higher rate in absence of receipt of the aforementioned details/ documents, option is available to the shareholder to file the return of income as per the IT Act, and claim an appropriate refund, if eligible.

All communications/queries in this respect should be addressed to our RTA, Bigshare Services Private Limited at their e-mail ID: DRLtaxexemption@bigshareonline.com.

Further, shareholders who have not registered/ updated their email address are requested to register/ update the same on <https://www.drreddys.com/investors/investor-services/shareholder-information/#investor-services#shareholder-information> or with their depository participant or send their consent at shares@drreddys.com along with their folio no./ DP ID, Client ID and valid e-mail address for registration/update.

Shareholders are further requested to complete necessary formalities to link their bank accounts to their demat accounts to enable the Company to make timely credit of dividend in respective bank account.

Disclaimer: Above communication on TDS only sets out the provisions of law in a summarized manner and does not purport to be a complete analysis or listing of all potential tax consequences. Shareholders should consult their own tax advisors for the tax provisions applicable to their particular circumstances.

- 18) Members are requested to contact Company's RTA, Bigshare Services Private Limited for encashing the unclaimed dividends standing to the credit of their account. The detailed dividend history and due dates for transfer to IEPF are given in the Additional Shareholders Information section of the Integrated Annual Report and are also available on the website of the Company at <https://www.drreddys.com/investor#shares>.
- 19) In terms of requirements of Section 124(6) of the Act read with Investor Education and Protection Fund (IEPF) Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, the Company is required to transfer the shares, in respect of which the dividend remains unpaid or unclaimed for a period of seven consecutive years or more, to the IEPF Account established by the Central Government. The details of the unpaid/ unclaimed dividend amounts lying with the Company as on March 31, 2023 are available on the website of the Company at <https://www.drreddys.com/investor#shares> and on the website of MCA/ IEPF. Member(s) whose dividends/ shares are transferred to the IEPF can claim the same from the IEPF Authority by following the refund procedure as detailed on the IEPF website.
- 20) Effective from April 1, 2024, SEBI has mandated that the shareholders, who hold shares in physical mode and whose folios are not updated with any of the KYC details [viz., (i) PAN (ii) Choice of Nomination (iii) Contact Details (iv) Mobile Number (v) Bank Account Details and (vi) Signature], shall be eligible to get dividend only in electronic mode. Accordingly, payment of dividend,

subject to approval at the AGM, shall be paid to physical holders only after the above details are updated in their folios. Shareholders are requested to complete their KYC by writing to the Company's RTA at bsshyd@bigshareonline.com. The forms for updating the same are available at <https://www.drreddys.com/investor#investor-services#investor-handbook>.

- 21) Members holding shares in physical mode may submit their nomination by submitting SH-13 which can be downloaded from the Company's website at <https://www.drreddys.com/investor#investor-services#investor-handbook>. Members holding shares in demat mode may contact their respective DPs to update the nomination.
- 22) Regulation 40 of the SEBI Listing Regulations, as amended, mandates that transfer of securities shall not be processed unless the securities are held in the dematerialised form with a depository. Further, transmission and transposition of securities of held in physical form shall be effected only in dematerialized form. SEBI has mandated that listed companies, shall issue the securities only in demat mode while processing investor service requests pertaining to issuance of duplicate shares, exchange of shares, endorsement, sub-division/ consolidation of share certificates, transmission, transposition, etc. In view of the above, as also to eliminate all risks associated with physical shares and for ease of portfolio management, members holding shares in physical form are requested to consider converting their holdings to demat mode.
- 23) Members are hereby informed that for addressing the unresolved disputes pertaining to or emanating from investor services between listed company / RTAs offering services on behalf of the listed company and its shareholders, the SEBI introduced Standard Operating

Procedure to be followed under the Stock Exchange arbitration process. The mechanism can be initiated only post exhausting all actions for resolution of complaints including those received through the SCORES Portal.

- 24) The Company is pleased to provide the facility of live webcast of proceedings of 40th AGM. Members who are entitled to participate in the 40th AGM can view the live proceedings of 40th AGM by logging on the NSDL e-voting system at www.evoting.nsdl.com, using their secure login credentials. Members are encouraged to use this facility of the live webcast. The webcast facility will be available from 10.30 a.m. (IST) onwards (30 minutes before the start of the 40th AGM on July 29, 2024.
- 25) Since the 40th AGM will be held through VC/ OAVM pursuant to the Circulars, the proxy form, attendance slip and route map are not annexed to this Notice.

By order of the Board of Directors
For **Dr. Reddy's Laboratories Limited**

Sd/-
K Randhir Singh
Company Secretary, Compliance Officer
and Head-CSR
Membership No. F6621

Place: Hyderabad
Date: May 07, 2024

Registered Office

8-2-337, Road No. 3, Banjara Hills,
Hyderabad, Telangana- 500034, India
CIN: L85195TG1984PLC004507
Tel-91-40-49002900, Fax-91-40-49002999
Email: shares@drreddys.com
Website: www.drreddys.com

Explanatory Statement to the Notice of 40th AGM

Statement pursuant to Section 102 of the Companies Act, 2013 (“Act”) read with the rules made thereunder, as applicable, the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”) and the Secretarial Standard on General Meetings (“SS-2”)

Item No. 3

Mr. K Satish Reddy is the Chairman (Whole-time Director) of Dr. Reddy's Laboratories Limited. He joined the Company in 1993 as an Executive Director and since then has held various positions of increasing responsibility. He led the organization's transition from a uni-focused manufacturer of APIs (Active Pharmaceutical Ingredients) to a Company that moved up the value-chain with a diverse product portfolio of finished dosage formulations. He oversaw the expansion and establishing of a strong footprint for Dr. Reddy's finished dosage products in Russia, China and other emerging markets.

In 1997, Mr. K Satish Reddy was appointed as Managing Director. He was re-appointed as Managing Director and Chief Operating Officer for a period of five years effective from October 1, 2012. After the demise of the Company's founder, Dr. K Anji Reddy, he was re-designated as Vice-Chairman and Managing Director with effect from March 30, 2013 and has been subsequently re-designated as the Chairman of the Company with effect from May 13, 2014. The members of the Company at the 38th Annual General Meeting (“AGM”) held on July 29, 2022 has re-appointed Mr. K Satish Reddy as Whole-time Director, designated as Chairman, for a period of five years effective from October 1, 2022 to September 30, 2027, liable to retire by rotation. He retires by rotation at the 40th AGM of the Company and, being eligible, offers himself for the re-appointment.

As an active member of major industry associations and governmental panels, Mr. Satish Reddy played a key role in shaping policies concerning the pharmaceutical sector that include India's patent law, drug pricing and important amendments to the Drugs & Cosmetics Act. He is the Member of the CII Governing Council and a Member of the IGBA CEO Advisory Committee. He is also leading various National Committees on the India G20 Presidency for 2023. He was the President of the Indian Pharmaceutical Alliance, a premier industry association of leading research based Indian companies from 2019-2021 & 2013-2015. He was the Chairman of the Life Sciences Skill Development Council under The National Skill Development Corporation (NSDC), an organization, working in partnership with various stakeholder groups, to serve and address the skill shortfalls

in the Life Sciences Sector across India. He was the Chairman of the Board of Governors of NIPER Hyderabad. He was a member of the Drugs Technical Advisory Board of India, the Chairman of the Andhra Pradesh Chapter of the Confederation of Indian Industries (CII) and head of its National Committee on Pharmaceuticals. In May 2015, the Ministry of Labour and Employment, Government of India, nominated Mr. Satish Reddy, as Chairman of the Board of Governors of the National Safety Council. He is co-opted as a member of the Board for a second term of four years of Indian Institute of Management, Visakhapatnam with effect from February 7, 2023.

Mr. K Satish Reddy was identified as a “Young Global Leader for 2007” by the World Economic Forum and was presented with the “IBLA - India Corporate Citizen of the Year” award by CNBC in 2005 for his contributions to Corporate Social Responsibility.

Mr. K Satish Reddy has immense knowledge of the industry in which the Company operates and its business operations. Further, his expertise and skills have contributed effectively to the growth of the Company. He also has a good understanding of management and governance, finance, socio-political and economic environment, business strategy, etc. Keeping true to the legacy of the founder of the company, Dr. Anji Reddy, he drives the organization's Corporate Social Responsibility initiatives. Dr. Reddy's Foundation, in which he is the Chairman, works to help the underprivileged, create sustainable livelihoods through appropriate vocational education. He is a Trustee of the Naandi Foundation, which works in the areas of child rights and education, safe drinking water, agriculture export marketing support and other much needed empowerment initiatives. He is also one of the Directors of Dr. Reddy's Institute of Life Sciences, the not-for-profit institute engaged in pioneering and innovative research in unifying areas of chemistry, biology and chemical biology.

In terms of Section 152 of the Act, the term of office of Mr. Satish Reddy, is subject to retirement by rotation at the ensuing 40th AGM, and being eligible, seeks re-appointment. He has been rated highly in the annual performance evaluation carried out by all the Board Members which inter alia included the various parameters including leadership,

knowledge and competency, availability and attendance at the meetings, contribution, industry knowledge, and strategic guidance in business growth and governance. The evaluation outcome was placed before the Nomination, Governance and Compensation Committee (“NGCC”) and the Board. The Board has discussed the same and expressed profound sense of satisfaction over the evaluation outcome, and while recommending Mr. Satish's re-appointment for approval of the shareholders, appreciated the contribution made by him over the years for the growth and development of the Company.

The Company has received requisite consent from Mr. Satish Reddy for his re-appointment and has also received all the required disclosures including declaration in Form DIR-8 that he is not disqualified pursuant to Section 164(2) of the Companies Act, 2013 (“Act”) and that he is not debarred or restrained from acting as a director by any SEBI order or by any other such authority.

Other details of Mr. Satish Reddy pursuant to Regulation 36(3) of the SEBI Listing Regulations and Secretarial Standard-2 are given below:

DIN	00129701
Age	56 years
Nationality	Indian
Qualification	Graduated in Chemical Engineering from Osmania University, India. M.S. in Medical Chemistry from Purdue University, USA
Expertise in specific areas	Mr. K Satish Reddy has rich and wide experience in strategy, management, governance, finance, human resources, science, technology and operations. He is focused on translating the Company's strategy into action to drive its growth and performance globally.
Date of first appointment	January 18, 1993
Number of shares held in the Company	9,01,002 equity shares registered in the name of Mr. K Satish Reddy, whereas 55,23,677 equity shares are held by K Satish Reddy HUF. Further, APS Trust holds 4,13,25,300 equity shares of the Company, in the name of Mr. G V Prasad jointly with Mr. K Satish Reddy.
Name of other Companies in which he holds Directorship	Company's subsidiaries including step-down subsidiaries: Aurigene Oncology Limited, and Dr. Reddy's Bio-Sciences Limited in India. Dr. Reddy's Laboratories Louisiana LLC in USA; Dr. Reddy's New Zealand Limited in New Zealand; Dr. Reddy's Laboratories (UK) Limited in UK. Other Companies: Dr. Reddy's Institute of Life Sciences, Greenpark Hotels and Resorts Limited, Stamlo Industries Limited, Dr. Reddy's Trust Services Private Limited, Araku Originals Private Limited, Cipro Estates Private Limited, KAR Therapeutics & Estates Private Limited, Quin Estates Private Limited, Satish Reddy Estates Private Limited, Nayanta Education Foundation, and Telangana Life Sciences Foundation. Apart from the Company, he was not a Director in any listed entities during past three years.
Chairman/ Member of the Committee(s) of Board of Directors	Dr. Reddy's Laboratories Limited: Member of the Sustainability and CSR Committee, Stakeholders' Relationship Committee and Banking and Authorisations Committee. Aurigene Oncology Limited: Member of the Corporate Social Responsibility Committee.
Relationships between Directors inter-se	Mr. G V Prasad, Co-Chairman and Managing Director, is brother-in-law of Mr. K Satish Reddy, and are not 'relative' as defined under the Companies Act, 2013. Mr. Satish Reddy is not related to any other Director or Key Managerial Personnel of the Company.
Number of Board meetings attended	Attended all six Board meetings held during the financial year ended March 31, 2024.
Terms of appointment along with details of remuneration sought to be paid and the remuneration last drawn by such person, if applicable.	Term: Members of the Company at their AGM held on July 29, 2022, has approved the re-appointment and terms of remuneration of Mr. K Satish Reddy for a period of five years, with effect from October 1, 2022 to September 30, 2027, as Chairman (Whole-time Director) of the Company. His re-appointment is subject to retire by rotation in terms of the provisions of the Act. Remuneration for the financial year ended March 31, 2024: Salary- ₹ 22.02 million; Perquisites- ₹ 4.15 million; Commission- ₹ 90 million For the financial year ended March 31, 2024, Mr. Satish Reddy was entitled to receive commission upto ₹ 439.76 million, i.e. @0.75 of the profit calculated under Section 198 of the Act, as approved by the members of the Company at their AGM held on July 29, 2022. In line with the approval given by the members of the Company, the NGCC and the Board has approved commission of ₹ 90 million to Mr. Satish Reddy for the financial year ended March 31, 2024. Mr. Satish Reddy will be entitled for remuneration for his terms of office in terms of approval given by the members at their AGM held on July 29, 2022, and as approved by the NGCC and the Board of the Company. He is not entitled for any stock option pursuant to Employees Stock Option Schemes of the Company.

Except Mr. K Satish Reddy, Chairman, and Mr. G V Prasad, Co-Chairman and Managing Director, and their relatives, none of the other Directors or Key Managerial Personnel of the Company and their relatives are concerned or interested, financially or otherwise, in the resolution set out at item no. 3 of the Notice of the 40th AGM.

The Board, recommends the resolution set forth in item no. 3 of the Notice for approval of the members.

Item No. 4

The Board of Directors of the Company at its meeting held on May 07, 2024, on the recommendation of the Audit Committee has approved and recommended the appointment of Mr. Vishal Reddy, a related party, as an entry level employee in Dr. Reddy's Laboratories Inc in USA, a wholly owned subsidiary of the Company (US WOS), subject to approval of the members of the Company, with effect from the date of appointment which shall be on or after the date of such approval by the members. Mr. Vishal Reddy is the son of Mr. K Satish Reddy, Chairman (Whole-time Director) of the Company. Once approval is received, he will be appointed as Business Analytics and Insights Associate, an entry level employee position in the said US WOS. His remuneration as detailed below has been benchmarked with the industry with the role and responsibilities applicable for said position. The role and responsibilities including remuneration, can be reviewed and revised from time to time, as per performance appraisal policies and practices applicable to employees of the said US WOS. Any change in designation or increase in remuneration will be subject to prior approval of the Board of the Company, on the recommendation of the Audit Committee.

In the said role Mr. Vishal Reddy will, *inter alia* be responsible for the collection, interpretation, and integration of all aspects of data sources to support strategic business decisions for US WOS's selfcare and wellness organization.

Mr. Vishal Reddy is Bachelor in Science; Major: Economics from University of Michigan. His key skills include strategic finance, financial analysis & modelling, market research and due diligence. He has also proficiency in MS Office, QuickBooks, ShareVault. He has approximately 5 years of working experience and is presently associated with Health Outlook Corporation as Finance Associate from November, 2022. Earlier he worked with Emerald BioVentures.

In terms of Section 188 of the Companies Act, 2013 ("Act") read with Rules made thereunder, approval of shareholders of the Company is required for any contract or arrangement to be entered into between the Company and a related party for appointment of such related party to any office or place of profit in the Company, its subsidiary company or associate company, at a monthly remuneration exceeding ₹ 2.50 lakhs. Further, pursuant to Regulation 23 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations"), the approval of shareholders of the Company is required in case of material related party transaction(s) between the Company or its subsidiaries with the related party.

The proposed contract or arrangement for the appointment of Mr. Vishal Reddy as an employee, will be entered between the US WOS and the related party. The Company will not be party to such contract or arrangement and will not make payment of any remuneration to Mr. Vishal Reddy. The proposed contract or arrangement is also not a material related party transactions in terms of the provisions of the SEBI Listing Regulations. However, as a measure of good governance practice with respect to related party transaction(s), the Board, on the recommendation of the Audit Committee, thought fit to seek approval of the members of the Company for the appointment of Mr. Vishal Reddy, a related party, as an employee in US WOS.

The relevant details of the proposed contract or arrangement with US WOS are as hereunder:

Name of Related Party	Mr. Vishal Reddy
Name of the Director or KMP who is related	Mr. K Satish Reddy, Chairman (Whole-time Director) of the Company
Nature of Relationship	Mr. Vishal Reddy is son of Mr. K Satish Reddy
Nature, material terms, monetary value and particulars of the contract or arrangements	<ul style="list-style-type: none"> • The proposed contract or arrangements is for appointment of Mr. Vishal Reddy as an entry level employee in US WOS. • The appointment will be effective from the date on or after the date of approval by the members of the Company. • The approval of members is for a period of five years from the date of such appointment. The appointment will be in terms of the policy of the US WOS and the local legal requirements. • Once members approval is received, he will be offered the entry level position of Business Analytics and Insights Associate in the US WOS, which can be reviewed and revised from time to time, as per performance appraisal policies and practices applicable to employees of the said US WOS. Any change in designation or increase in remuneration will be subject to approval of the Board of the Company, on the recommendation of the Audit Committee. • The remuneration will be a base salary of US\$ 85,000 per annum plus target performance pay @ 10% of the fixed pay and other perquisites and benefits, as applicable to all other employees of US WOS at his role as per US WOS employees policies. • Other perquisites and benefits are medical benefits, group medical insurance for self and family, group accidental insurance, group life insurance and other benefits as per the US WOS employee's policies applicable to employees of US WOS. • The proposed appointment is in the ordinary course of business and on arm's length basis. The proposed remuneration is industry benchmarked with the role and responsibilities applicable for proposed position applicable for his role. • The appointee will be located at Princeton, New Jersey, USA or such other location as may be decided from time to time in terms of US WOS policies.
Justification	<p>The proposed appointment of Mr. Vishal Reddy as Business Analytics and Insights Associate in US WOS is at the industry benchmarked remuneration and on the terms and conditions as per policies of US WOS. The appointment is proposed following rigorous process in alignment with the requisite qualification, skills and aptitude for the role. He is Bachelor in Science; Major: Economics from University of Michigan and his key skills include strategic finance, financial analysis & modelling, market research and due diligence. He has approximately 5 years of working experience and is presently associated with Health Outlook Corporation as Finance Associate from November, 2022. Earlier he worked with Emerald BioVentures.</p> <p>Mr. Vishal Reddy is associated with the founder and promoters of the Company and has understanding of the purpose, promises, principles, values and culture of the Company. This inherent alignment will facilitate his seamless integration into Dr. Reddy's, fostering a harmonious work environment.</p>
Other information	<p>The role and responsibilities of the appointee includes the following:</p> <ul style="list-style-type: none"> • Compile, manage, analyze and translate various internal and external data sources to uncover insights, trends, category/ shopper behaviors and competitive activity to shape the selfcare marketing strategy and build action plans that help drive growth and sustainable market share initiatives that support overall company objectives; • Build, update and refresh weekly/ monthly analytics/ reports (inclusive of sales/ orders, POS, category reviews, market dynamics and trends); • Partner with marketing and finance teams to support the business planning process; • Drive strategic cross-functional thought leadership with commercial teams leveraging multiple data sources, synthesizing insights and clearly articulating new business opportunities; • Support the commercial team in development of customer and business presentations incorporating multiple data sources that support key objectives; • Manage relationship with key internal data/ platform stakeholders and external partners;

- Oversees the planning, execution, and completion of projects within the selfcare organization;
- Defines project scope, creates project schedules, manages project budgets and communicates project status to respective stakeholders;
- Coordinates with team members to ensure adherence to timelines and identifies opportunities to mitigate risk to ensure successful project delivery.
- Other role and responsibilities, as may be assigned and delegated to the appointee, from time to time.

Therefore, consent of the members is sought for passing an ordinary resolution as set out at item no. 4 of the Notice of the 40th AGM for appointment of Mr. Vishal Reddy as an employee in US WOS.

Except Mr. K Satish Reddy, Chairman, and Mr. G V Prasad, Co-Chairman and Managing Director, and their relatives, none of the other Directors or Key Managerial Personnel of the Company and their relatives are concerned or interested, financially or otherwise, in the resolution set out at item no. 4 of the Notice of the 40th AGM. Therefore, in terms of the applicable provisions of the Act and the SEBI Listing regulations Mr. K Satish Reddy, Chairman, and Mr. G V Prasad, Co-Chairman and Managing Director, and their relatives shall not vote on this resolution.

The Board recommends the resolution set out in the item no. 4 of the Notice for approval of the members.

Item No. 5

The Board of Directors, on the recommendation of the Audit Committee, has approved the re-appointment of M/s. Sagar & Associates, Cost Accountants (Firm Registration No. 000118), as the Cost Auditors of the Company, to conduct the audit of the cost records of the Company for the financial year ending March 31, 2025, at a remuneration of ₹ 9,00,000/- (Rupees Nine lakhs only) plus applicable taxes and out of pocket expenses, at actuals in connection with the aforesaid audit.

The Board approved the proposed remuneration of the Cost Auditors after considering the scope of the audit involved and cost audit teams requiring fewer members due to the advancement in technology/ software, auditing systems and other automation tools. Therefore, the remuneration of the Cost Auditors being proposed for approval of the members are commensurate with the scope of work involved and above stated reasons in the present business environment.

In terms with the provisions of the Section 148(3) of the Companies Act 2013, read with the Companies (Audit and Auditors) Rules, 2014, members of the Company are required to ratify the remuneration proposed to be paid to the Cost Auditors.

Accordingly, consent of the members is sought for passing an ordinary resolution as set out at item no. 5 of the Notice of the 40th Annual General Meeting ("AGM") for ratification of the remuneration payable to the Cost Auditors, for the financial year ending March 31, 2025.

None of the Directors, Key Managerial Personnel and their relatives are, in any way, concerned or interested, financially or otherwise, in this resolution.

The Board, as recommended by the Audit Committee, recommends the resolution set forth in item no. 5 of the Notice of 40th AGM for approval of the members.

By order of the Board of Directors
For **Dr. Reddy's Laboratories Limited**

Sd/-

K Randhir Singh

Company Secretary, Compliance Officer

and Head-CSR

Membership No. F6621

Place: Hyderabad

Date: May 07, 2024

Registered Office

8-2-337, Road No. 3, Banjara Hills,
Hyderabad, Telangana- 500034, India

CIN: L85195TG1984PLC004507

Tel-91-40-49002900, Fax-91-40-49002999

Email: shares@drreddys.com

Website: www.drreddys.com

Instructions for E-Voting

Pursuant to the provisions of Section 108 of the Companies Act, 2013 (“Act”) read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended, Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”), as amended, and applicable Circulars, the Company is pleased to provide the facility to Members to exercise their right to vote on the resolutions proposed to be passed at 40th AGM to be held on Monday, July 29, 2024, at 11.00 a.m. (IST) by electronic means. For this purpose, the Company has entered into an agreement with National Securities Depository Limited (NSDL), as the authorised agency for facilitating voting through electronic means. The facility of casting votes by a Member using remote e-voting system as well as e-voting on the date of the AGM will be provided by NSDL.

The remote e-voting facility is available at the link, www.evoting.nsdl.com. The e-voting event number (EVEN) and period of remote e-voting are set out below:

Date of 40th AGM	EVEN	Commencement of remote e-voting	End of remote e-voting
Monday, July 29, 2024, at 11.00 a.m.(IST)	129062	Thursday, July 25, 2024, at 9:00 a.m. (IST)	Sunday, July 28, 2024, at 5:00 p.m. (IST)

The remote e-voting module shall be disabled by NSDL for voting thereafter. The Members, whose names appear in the Register of Members/ Beneficial Owners as on the record date (cut-off date) i.e. Monday, July 22, 2024, may cast their vote electronically. The voting right of shareholders shall be in proportion to their share in the paid-up equity share capital of the Company as on the cut-off date.

Please read the instructions printed below before exercising your vote. The details and instructions for e-voting and participation at the AGM through VC/ OAVM form an integral part of this Notice of the 40th AGM.

How do I vote electronically using NSDL e-voting system?

The way to vote electronically on NSDL e-voting system consists of “Two Steps” which are mentioned below:

Step 1: Access to NSDL e-voting system





Step 2: Cast your vote electronically and join General Meeting on NSDL e-voting system.

Step 1: Access to NSDL e-voting system

- A) Login method for e-voting and joining virtual meeting for Individual shareholders holding securities in demat mode. In terms of SEBI circular dated December 9, 2020 on e-voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-voting facility.

Login method for Individual shareholders holding securities in demat mode is given below:

Type of shareholders	Login Method
Individual Shareholders holding securities in demat mode with NSDL.	1. Existing IDeAS user can visit the e-Services website of NSDL Viz. https://eservices.nsdl.com either on a Personal Computer or on a mobile. On the e-Services home page click on the “ Beneficial Owner ” icon under “ Login ” which is available under ‘ IDeAS ’ section, this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-voting services under Value added services. Click on “ Access to e-voting ” under e-voting services and you will be able to see e-voting page. Click on company name or e-voting service provider i.e. NSDL and you will be re-directed to e-voting website of NSDL for casting your vote during the remote e-voting period or joining virtual meeting & voting during the meeting.

Type of shareholders	Login Method
	<ol style="list-style-type: none"> <li data-bbox="448 271 1455 364">2. If you are not registered for IDeAS e-Services, option to register is available at https://eservices.nsdl.com. Select “Register Online for IDeAS Portal” or click at https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp <li data-bbox="448 385 1455 700">3. Visit the e-voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsdl.com/ either on a Personal Computer or on a mobile. Once the home page of e-voting system is launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-voting page. Click on company name or e-voting service provider i.e. NSDL and you will be redirected to e-voting website of NSDL for casting your vote during the remote e-voting period or joining virtual meeting & voting during the meeting. <li data-bbox="448 721 1455 779">4. Shareholders/Members can also download NSDL Mobile App “NSDL Speede” facility by scanning the QR code mentioned below for seamless voting experience. <p data-bbox="500 793 954 824" style="text-align: center;">NSDL Mobile App is available on</p> <div data-bbox="500 845 954 1073" style="text-align: center;">     </div>
Individual Shareholders holding securities in demat mode with CDSL	<ol style="list-style-type: none"> <li data-bbox="448 1094 1455 1249">1. Existing users who have opted for Easi / Easiest, they can login through their user id and password. Option will be made available to reach e-voting page without any further authentication. The URL for users to login to Easi / Easiest are https://web.cdslindia.com/myeasi/home/login or www.cdslindia.com and click on New System Myeasi Tab and then user your existing my easi username & password. <li data-bbox="448 1270 1455 1487">2. After successful login the Easi / Easiest user will be able to see the e-voting option for eligible companies where the e-voting is in progress as per the information provided by company. On clicking the e-voting option, the user will be able to see e-voting page of the e-voting service provider for casting your vote during the remote e-voting period or joining virtual meeting & voting during the meeting. Additionally, there is also links provided to access the system of all e-voting Service Providers, so that the user can visit the e-voting service providers' website directly. <li data-bbox="448 1508 1455 1566">3. If the user is not registered for Easi/Easiest, option to register is available at https://web.cdslindia.com/myeasi/Registration/EasiRegistration. <li data-bbox="448 1587 1455 1618">4. click on login & New System Myeasi Tab and then click on registration option. <li data-bbox="448 1638 1455 1813">5. Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on HYPERLINK "http://www.cdslindia.com" www.cdslindia.com home page. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the e-voting is in progress and also able to directly access the system of all e-voting Service Providers.

Type of shareholders	Login Method
Individual Shareholders (holding securities in demat mode) login through their depository participants	You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-voting facility upon logging in, you will be able to see e-voting option. Click on e-voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-voting feature. Click on company name or e-voting service provider i.e. NSDL and you will be redirected to e-voting website of NSDL for casting your vote during the remote e-voting period or joining virtual meeting & voting during the meeting.

Important note: Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned website.

Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. NSDL and CDSL.

Login type	Helpdesk details
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at evoting@nsdl.co.in or call at +91-22-48867000 and +91-22-24997000
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at toll free no. 1800 22 55 33

B) Login Method for e-voting and joining virtual meeting for shareholders other than Individual shareholders holding securities in demat mode and shareholders holding securities in physical mode.

How to Log-in to NSDL e-voting website?

1. Visit the e-voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile.
2. Once the home page of e-voting system is launched, click on the icon "Login" which is available under 'Shareholder/ Member' section.
3. A new screen will open. You will have to enter your User ID, your Password/OTP and a Verification Code as shown on the screen.

Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-voting and you can proceed to Step 2 i.e. Cast your vote electronically.

4. Your User ID details are given below :

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the Company For example if folio number is 001*** and EVEN is [••] then user ID is 101456001***

5. Password details for shareholders other than Individual shareholders are given below:
 - a) If you are already registered for e-voting, then you can use your existing password to login and cast your vote.
 - b) If you are using NSDL e-voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will force you to change your password.
 - c) How to retrieve your 'initial password'?
 - (i) If your email ID is registered in your demat account or with the Company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.
 - (ii) If your email ID is not registered, please follow steps mentioned below in process for those shareholders whose email ids are not registered.
6. If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:
 - a) Click on "Forgot User Details/Password?"(If you are holding shares in your demat account with NSDL or CDSL) option available on www.evoting.nsdl.com.
 - b) Physical User Reset Password?" (If you are holding shares in physical mode) option available on www.evoting.nsdl.com.
 - c) If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.co.in mentioning your demat account number/folio number, your PAN, your name and your registered address etc.
 - d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-voting system of NSDL.
7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
8. Now, you will have to click on "Login" button.
9. After you click on the "Login" button, Home page of e-voting will open.

Step 2: Cast your vote electronically and join General Meeting on NSDL e-voting system

How to cast your vote electronically and join General Meeting on NSDL e-voting system?

1. After successful login at Step 1, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle and General Meeting is in active status.
2. Select "EVEN" of Company for which you wish to cast your vote during the remote e-voting period and casting your vote during the General Meeting. For joining virtual meeting, you need to click on "VC/OAVM" link placed under "Join General Meeting".
3. Now you are ready for e-voting as the Voting page opens.
4. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.

5. Upon confirmation, the message "Vote cast successfully" will be displayed.
6. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
7. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

GENERAL GUIDELINES FOR SHAREHOLDERS

1. Any person, who acquires shares of the Company and becomes a Member of the Company after dispatch of the Notice of the 40th AGM and holds shares as on the cut-off date i.e. Monday, July 22, 2024, may obtain user ID and password by sending a request at evoting@nsdl.co.in. However, if you are already registered with NSDL for e-voting, then you can use your existing User ID and Password for casting your vote.
2. The members who have cast their vote by remote e-voting prior to the AGM may also attend the AGM but shall not be entitled to cast their vote again.
3. The facility for voting through electronic voting system shall be made available during the AGM and only those members, who will be present in the AGM through VC/ OAVM facility and have not cast their vote on the resolutions through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through e-voting system in the AGM.
4. The voting rights of members shall be in proportion to the shares held by them, of the paid-up equity share capital of the company as on the cut-off date.
5. Mr. Atul Mehta (Membership No. F5782 and COP No. 2486), Partner, M/s Mehta & Mehta, Company Secretaries, has been appointed by the Board as the scrutinizer to scrutinize the voting through electronic means during the 40th AGM and remote e-voting process in a fair and transparent manner.
6. Immediately after the conclusion of voting at the 40th AGM, the scrutinizer shall first count the votes cast at the AGM and thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses, not in the employment of the Company. The scrutinizer shall prepare a Consolidated Scrutinizer's Report of the total votes cast in favor or against, if any, not later than forty-eight hours after the conclusion of the 40th AGM. This report shall be made to the Chairman or any other person authorized by the Chairman, who shall declare the result of the voting forthwith.
7. The voting results declared along with the scrutinizer's report shall be placed on the Company's website www.drreddys.com and the website of NSDL immediately after the declaration of the result by the Chairman or a person authorized by the Chairman. The results shall also be immediately forwarded to the BSE Limited, National Stock Exchange of India Limited, the New York Stock Exchange Inc. and NSE IFSC Limited.
8. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "Forgot User Details/Password?" or "Physical User Reset Password?" option available on www.evoting.nsdl.com to reset the password.
9. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of www.evoting.nsdl.com or call on Toll Free No.: +91-22-48867000 and +91-22-24997000 or send a request at evoting@nsdl.co.in

PROCESS FOR THOSE SHAREHOLDERS WHOSE EMAIL IDS ARE NOT REGISTERED WITH THE DEPOSITORIES FOR PROCURING USER ID AND PASSWORD AND REGISTRATION OF EMAIL IDS FOR E-VOTING ON THE RESOLUTIONS SET OUT IN THIS NOTICE

1. In case shares are held in physical mode members are requested to provide Folio No., name of shareholder, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) by email to the Company at shares@drreddys.com or to the RTA at bsshyd@bigshareonline.com.
2. In case shares are held in demat mode, members are requested to provide DP ID and Client ID (16 digit DP ID + Client ID or 16 digit beneficiary ID), name, client master or copy of consolidated account statement, PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) by email to the Company at shares@drreddys.com or to the RTA at bsshyd@bigshareonline.com. If you are an individual shareholders holding securities in demat mode, you are requested to refer to the login method explained at Step 1 (A) i.e. Login method for e-voting and joining virtual meeting for Individual shareholders holding securities in demat mode.
3. Alternatively, shareholder/ members may send a request to evoting@nsdl.co.in for procuring user ID and password for e-voting by providing above mentioned documents.
4. In terms of SEBI circular dated December 9, 2020, on e-voting facility provided by listed companies, individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are required to update their mobile number and email ID correctly in their demat account in order to access e-voting facility.

INSTRUCTIONS FOR MEMBERS FOR E-VOTING ON THE DAY OF THE 40TH AGM

1. The procedure for e-voting on the day of the 40th AGM is same as the instructions mentioned above for remote e-voting.
2. Only those Members/ shareholders, who will be present at the 40th AGM through VC/ OAVM facility and have not casted their vote on the Resolutions through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through e-voting system at the 40th AGM.
3. Members who have voted through Remote e-voting will be eligible to attend the 40th AGM. However, they will not be eligible to vote at the 40th AGM.
4. The details of the person who may be contacted for any grievances connected with the facility for e-voting on the day of the 40th AGM shall be the same person mentioned for Remote e-voting.

INSTRUCTIONS FOR MEMBERS ATTENDING THE 40TH AGM THROUGH VC/ OAVM

1. Member will be provided with a facility to attend the 40th AGM through VC/ OAVM through the NSDL e-voting system. Members may access by following the steps mentioned above for **Access to NSDL e-voting system**. After successful login, you can see link of "VC/ OAVM" placed under "**Join meeting**" menu against company name. Members are requested to click on VC/ OAVM link placed under Join Meeting menu. The link for VC/ OAVM will be available in Shareholder/ Member login where the EVEN of the Company will be displayed. Members who do not have the User ID and Password for e-voting or have forgotten the User ID and Password may retrieve the same by following the remote e-voting instructions mentioned in the Notice to avoid last minute rush.
2. Members are encouraged to join the Meeting through Laptops for better experience.
3. Further, Members will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
4. Participants connecting from mobile devices or tablets or through laptop connecting via mobile hotspot may experience audio/ video loss due to fluctuation in their respective network. It is therefore recommended to use stable Wi-Fi or LAN connection to mitigate any kind of aforesaid glitches.

5. Members who would like to express their views/ have questions with regard to the financial statements or any other matter to be placed at the 40th AGM may send their questions in advance mentioning their name, demat account number/ Folio number, email id & mobile number at shares@drreddys.com on or before July 25, 2024 (6:00 p.m. IST). The same will be replied by the Company suitably.
6. Those members who have registered themselves as a speaker in advance will only be allowed to express their views/ ask questions during the meeting.
7. The Company reserves the right to limit the number of speakers depending on the availability of time at the 40th AGM.
8. In case any assistance is needed, members may contact:
 - a. Mr. Amit Vishal, Deputy Vice President, NSDL at amitv@nsdl.co.in or at telephone number: +91-22-24994360.
 - b. Ms. Pallavi Mhatre, Senior Manager, NSDL at pallavid@nsdl.co.in or at telephone number: +91-22-24994545.
 - c. NSDL at evoting@nsdl.co.in or at +91-22-48867000 and +91-22-24997000.

For Dr. Reddy's Laboratories Limited

Sd/-

K Randhir Singh

Company Secretary, Compliance Officer
and Head-CSR
Membership No. F6621

Place: Hyderabad
Date: May 07, 2024

Registered Office

8-2-337, Road No. 3, Banjara Hills,
Hyderabad, Telangana- 500034, India
CIN: L85195TG1984PLC004507
Tel-91-40-49002900, Fax-91-40-49002999
Email: shares@drreddys.com
Website: www.drreddys.com

40TH AGM Information at a Glance

Time and date of 40 th AGM	11.00 a.m. (IST), Monday, July 29, 2024
Mode	Video conference and other audio-visual means
Helpline number for VC participation	+91-22-4886 7000 and +91-22-2499 7000
Webcast and transcripts	https://drreddys.com/investor#reports-and-filing#annual-general-meeting
Cut-off date for e-voting	Monday, July 22, 2024
E-voting start time and date	9:00 a.m. (IST), Thursday, July 25, 2024
E-voting end time and date	5:00 p.m. (IST), Sunday, July 28, 2024
E-voting website of NSDL	https://www.evoting.nsdl.com/
Name, address and contact details of e-voting service provider	<p>Contact details: National Securities Depository Limited, 4th Floor, A Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai 400013, India Contact number: +91-22-48867000 and +91-22-24997000</p> <p>Contact person: Mr. Amit Vishal, Deputy Vice President amitv@nsdl.co.in; +91-22-24994360 Ms. Pallavi Mhatre, Senior Manager pallavid@nsdl.co.in; +91-22-24994545</p>
Name, address and contact details of Registrar and Transfer Agent ("RTA")	<p>Contact details: Bigshare Services Pvt. Ltd 306, Right Wing, 3rd Floor, Amrutha Ville, Opp. Yashoda Hospital, Somajiguda, Rajbhavan Road Hyderabad – 500082, India bsshyd@bigshareonline.com; +91-40-23374967</p> <p>Contact person: Mr. Prabhakar S.D, Deputy General Manager prabhakar@bigshareonline.com Mr. Amarendranath.R, Manager amarendranath.r@bigshareonline.com</p>
Name, address and contact details of the Company	Dr. Reddy's Laboratories Limited 8-2-337, Road No. 3, Banjara Hills, Hyderabad, Telangana- 500034, India Tel-91-40-49002900, Fax-91-40-49002999 Email: shares@drreddys.com ; Website: www.drreddys.com
Final dividend record date	July 16, 2024
Dividend payment date	August 2, 2024
Information of tax on final dividend for the financial year ended March 31, 2024	https://www.drreddys.com/investor#investor-services#investor-handbook